



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:

Associate Governmental
Program Analyst

Position #:

917-190-5393-002

Salary Range:

\$4,400 - \$5,348

Issue Date:

February 6, 2013

Contact:

Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:

600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:

Until Filled
(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
600 Bercut Drive
Sacramento, CA 95811

Please write "917-190-5393-002" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction of a Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) provides high-level administrative legislative support services, dealing with a variety of sensitive, complex agency mandates that directly affect the Executive Director and support to the Chief Deputy Director and program staff of the Board and State and Community Corrections (BSCC).

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Independently prepares complex departmental bill analyses as assigned for submittal to the Deputy Director, Administrative Services, and the Governor's Office. Duties include: monitoring and preparing agency bill analyses including developing recommended positions for the Executive Director; providing technical assistance for drafting of legislation and legislation proposals; reviewing amendments; and preparing legislative status reports for BSCC meetings and hearings.
- Acts as liaison to specified Divisions within the Board and keeps the Deputy Director of Administrative Services informed on major policy issues and initiatives. Duties may include: formulating alternative policy recommendations to management when necessary to resolve complex legislative policy issues.
- Independently serves as liaison between the Board, legislators and other state agencies, primarily research concerns of legislative constituents. Attends meetings related to legislation, such as discussions with local law enforcement representatives, special interest groups, or legislators or their staff.
- Independently performs research on a variety of complex legislative issues which affect the Board.
- Independently prepares support/opposition letters to members of the Legislature on bills which impact the Board, and may be called upon to testify before the Legislature at hearings.
- Independently prepares legislative critiques and summaries for the Board.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12